

IRS Tax Return Transcript and IRS Record of Account Request Process

Online Request - Get Transcript by MAIL

- Available on the IRS Web site at www.irs.gov.
- Under the Tools heading on the IRS homepage click "Get a Tax Transcript"
- Click "Get Transcript by MAIL."
- Acknowledge the disclosure pop up box that appears by clicking "OK."
- Complete the required fields (SSN, DOB etc.) then click "Continue."
- In the **Type of Transcript** field, select "Return Transcript" and, in the **Tax Year** field, select "2015."
- Click "Continue."
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request, within 5 to 10 business days from the time the online request was successfully transmitted to the IRS.
- IRS Tax Return Transcripts requested online cannot be mailed to an address other than the address on file with the IRS.

Telephone Request

- Available from the IRS by calling 1-800-908-9946.
- To continue in English press 1.
- Tax filers must follow prompts to enter their Social Security number and the numbers in their street address
- Select "**Option 2**" to request an IRS Tax Return Transcript and then enter "**2015**."
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their telephone request within 5 to 10 business days from the time the IRS receives the request.
- IRS Tax Return Transcripts requested by telephone cannot be mailed to an address other than the address on file with the IRS.